

## **MINUTES**

### **EDUCATION COMMITTEE UTAH BOARD OF NURSING**

**December 13, 2007**

**Room 464 – 4<sup>th</sup> Floor – 1:00 p.m.  
Heber Wells Building  
Salt Lake City, UT 84111**

**CONVENED:** 1:16 p.m.

**ADJOURNED:** 4:41 p.m.

**Bureau Manager:**  
**Secretary:**

Laura Poe  
Shirlene Kimball

**Conducting:**

Diane Forster-Burke

**Board Members Present:**

Peggy Brown  
Diane Forster-Burke  
Mary Williams  
Helen Zsohar

**Board Members Excused:**

Pam Rice

#### **TOPICS FOR DISCUSSION**

##### **ADMINISTRATIVE BUSINESS:**

November 16, 2007 Education Committee minutes:

##### **NEW BUSINESS:**

Discussion regarding the request for a moratorium on new programs:

#### **DECISIONS AND RECOMMENDATIONS**

The minutes were approved with corrections. All Committee members in favor.

Ms. Poe indicated she spoke with Mr. Stanley, Division Director, who stated he understands the reason for the request; however, he expressed discomfort with issuing a moratorium limiting new programs and stated the Division may not have the authority to issue a moratorium on new programs. Ms. Poe stated if the Board wishes to place a moratorium on new programs the request needs to be placed on the agenda as a discussion item. Ms. Poe stated the Division understands and shares the Committee's concerns, but feel the best way to address this issue is by adopting more prescriptive rules. Ms. Forster-Burke questioned whether or not a moratorium could be placed for six months to a year until the rules are in place. Ms. Poe stated she would need a legal opinion

and the discussion would still need to be placed on the agenda. Ms. Forster-Burke questioned whether or not new programs could be held to rules that are not yet written? Ms. Poe indicated the programs submitting a letter of intent could be informed the Board was in the process of writing Rule and they would be held to those rules.

NCLEX monthly reports:

NCLEX reports were reviewed. There is only a two week period for review with a limited number of students who sat for the examination. However, pass rates remain low and Committee members remain concerned.

Review letter from Southern Utah University addressing the programs NCLEX pass rates:

Letter reviewed. Ms. Poe will send a letter acknowledging receipt of the letter.

Review letter from College of Eastern Utah addressing the programs NCLEX pass rate:

Committee members would like to know the number of students at the San Juan campus. Committee members stated they would like to see the program develop a plan for additional support for those students in addition to increasing the admission criteria as outlined in their letter.

Develop a model nurse education program site visit compliance grid:

Committee members determined the following topics need to be addressed and reviewed during a site visit:

1. Admissions:
  - a). Admissions and progression policies; and
  - b). Any changes to or proposed changes to the admissions criteria and/or process during the past year;Required Documentation: Current Student Handbook; admission and progression policies (if not included in the student handbook); sample of at least 12 student records from various admission cycles.

2. Director of Nursing Education Program:
  - a). Director meets the academic requirements and has experience in educational administration, teaching, and curriculum development; and
  - b). Nursing program director has the authority and responsibility for the development and implementation of the nursing education program.Required Documentation: Current vita of program director; organizational chart; minutes of faculty and program committee meetings.

3. Faculty:

- a). Appropriately prepared and adequate number of faculty;
- b). Faculty members' experience teaching and developing curriculum;
- c). Faculty to student ratio – classroom, skills lab, and clinical settings; and
- d). Faculty involvement in the program and curriculum development.

Required Documentation: Copy of signed contracts for all faculty members; copy of faculty vitas; minutes of faculty and program committee meetings.

4. Students:

- a). Number of students currently enrolled; number of graduates; and average number of applicants per admission cycle; and
- b). Attrition, graduation, licensure, and placement rates.

Required Documentation: Sample of student papers (such as nursing process papers, research reports, journals, clinical preps, etc.) and evaluation tools, and student satisfaction tools.

5. Curriculum:

- a). Process for implementation, review, and modification; and
- b). Teaching strategies used within the program.

Required Documentation: Copy of curriculum including philosophy, outcome objectives, program of study, course descriptions, and course objectives.

6. Resources:

- a). Clinical Placements: facilities, days of the week, shifts, observational vs. hands-on, and on-site supervision by clinical faculty.

Required Documentation: Contracts with clinical facilities; clinical facility evaluations (those completed by facility representatives regarding the education program, students, and supervising clinical faculty; and evaluations completed by the students regarding the clinical facilities and clinical faculty); and a grid of clinical schedules including course, clinical faculty, day of the week, shift, observational or hands-on experience, and use of clinical simulation.

- b). Skills lab: adequate and appropriate supplies; personnel who staffs the lab; and utilization of skills

lab and simulation.

Required Documentation: list of required skills that must be completed, example of a skills pass-off checklist.

c). Library and/or access to current information.

Required Documentation: list of library holdings, subscriptions, and Internet resources.

7. Evaluation:

a). How are students evaluated; and

b). Program's evaluation plan;

Required Documentation: Samples of evaluations used throughout the program;

8. Progress towards accreditation:

a). Assigned NLNAC mentor;

b). Candidacy status; and

c). Proposed month and year for site visit.

Required Documentation: Correspondence to and from the NLNAC.

Agenda for site visit:

The agenda will include:

-Meet with program director – 30 minutes

-Review documents – 40 minutes

-Meet with students as a group (not individually) – 30 minutes

-Meet with faculty as a group – 30 minutes

-Prepare oral report – 20 minutes

-Follow-up and report to program director – 20 minutes

Rules:

See Attached.

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

February 22, 2008

Date Approved

(ss) Diane Forster-Burke

Diane Forster-Burke, Chair, Education Committee Board of Nursing

February 22, 2008

Date Approved

(ss) Laura Poe

Laura Poe, Bureau Manager, Division of Occupational & Professional Licensing